



ON-CAMPUS EMPLOYMENT – STUDENT ASSISTANT

**EVALUATION FORM**

Complete the following for annual evaluation. Give a copy to the student assistant and keep the original for your files.

<b>SECTION I: Student and Department Information</b>	
Student Name:	VSU ID:
Department:	Extension:

<b>SECTION II: Employee Evaluation</b>
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Evaluate the student employee according to the following criteria and then discuss the evaluation with the student employee. Lines are provided for any additional comments you may wish to make. Both supervisor and employee should sign this form as indicated in Section III. If the student was not under your employ long enough to evaluate, please indicate in "comments."

FOR ACADEMIC YEAR \_\_\_\_\_

CRITERIA	Excellent	Good	Fair	Poor
Quality of Work				
Quantity of Work				
Reliability				
Attitude to Work				
Cooperation				
Initiative				
Overall Rating				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>SECTION III: Supervisor &amp; Student Signatures</b>
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Supervisor Signature	Date
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*Student Authorization: My employer has discussed this evaluation with me and I have reviewed it. I authorize the release of information on this evaluation to potential future employers.*

Student Signature	Date
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